

Étoile Academy Board Meeting

July 17, 2018

Start: 6:00 p.m. CST End: 8:08 p.m. CST

Present:

Kevin Hardaway, Richard Anthony Baker, Ja'Milla Lomas, Shiroy Aspandiar, Jorge Lara, Alim Adatia, Michelle Bair, Emmanuel Enriquez, Michelle He, Tabinda Ghani, Kayleigh Colombero (ex-officio)

Quorum met: Yes

Guests: None

Public comments: none stated

Previous Meeting Minutes

- Meeting minutes were read silently. Corrections to the minutes – the date should be changed to reflect the June 2018 Board meeting. Minutes were approved.
- Moved: Richard Baker with a date change; Seconded: Michelle Bair
- **Vote:** 9-0. Approved

Committee Reports:

- **Finance:**
 - We have opened our Cadence Bank account. Was opened by July 1st, in time for the start of our new fiscal year.
 - We have a Cadence mailing depository contract to the TEA; the Direct Deposit Form for TEA was filled out with Cadence information. Our \$78k reimbursement should show up in this account in about a week, around the week of July 23, 2018.
 - Our loan documents have been signed (we do not have to use the loan money). It is open to us if we need to use it for something like payroll.
 - Region 20 closed out our fiscal year.
 - We have scored 3 bids for the Transportation RFP.
 - Highest Score: Majestic Transportation
 - Currently used by 14 charters – Southwest Charter Schools, Yellowstone (2018)
 - Financial Position:
 - As of June we have spent 48% of the Wal-Mart Grant (d'apres Region 20).
 - This is lower than the actual amount. It does not include facilities expenses in amount of \$55,787.50 If the facilities expenses are included, we have spent 64% of the Wal-Mart Grant.
 - June 2018 *cash on hand* (COH) as presented by the Region 20 bank report is \$47,045.23 (52 days COH). That is fully updated for the end of the fiscal year, but does not account for a \$78,000 reimbursement we will be getting from the start-up grant for FY18 expenses. We are in a good spot for the beginning of the school year.
 - ***Discussions:***
 - Reading of the Board Report – “No Detail”

- Reading of the Board Report – “Detail”
- **Next steps:**
 - We need to calculate daily expenses amount to help calculate the COH
 - We recommend an auditor for a “pre-audit”
 - Will work with Region 20 in late August/ September to prepare for any needed budget amendments
- **Recommendations:**
 - *Will vote to approve Majestic Transportation RFP (\$325 per day; \$59,475 for the year) after hearing about the update during New Business.*
- **Governance:**
 - The Committee recommends that the Hybrid Training (Conference + Face-to-Face) for TEA be the form with which we proceed.
 - Our efforts continue towards:
 - Growing the BOD to 13 members;
 - Identifying a Board Communication platform;
 - Ensuring at least 75% participation in Board meetings and Committee calls.
 - Track attendance
 - Each committee meet in person 3-4 times per year
 - We should begin the Board election process for officers and committee chairs in September 2018
 - We will accept nominations by the August Board meeting. You can self-nominate. If there are contested positions, the nominees may speak on their behalf.
 - The elections will be held in September.
 - The Committee reviewed:
 - Depository Contract
 - Line of Credit documents
 - **Discussions:**
 - Regarding elections (see above)
 - **Next steps:**
 - Facilitate On-Boarding training of new members (Michelle He, Emmanuelle Enriquez, Tabinda Ghani)
 - Facilitate Board elections
 - Develop Board Calendar to highlight when big action items need to be done (i.e. School Director evaluations, reports, nominations, birthdays, etc.)
 - **Recommendations:**
 - *None*

- **Academic Achievement:**

- We are currently at 185 applications.
 - 35 accepted seats; 29 partially registered, 34 fully registered = 63 total (partially or fully registered).
 - On July 9, 63 people were totally registered. To date, it is closer to 73.
 - Management spent a lot of time confirming people who expressed interest.
 - There is a lot of incomplete information.
 - If they have someone help them walk through the application, they are more likely to finish it.
 - 30+ Applications came in one week in part through paid efforts by Families Empowered. Families Empowered has given us quite a boost.
- Univision radio ads aired for 3 weeks+. We moved the final week of Univision radio ads to August to coincide to just before the start of school.
- Director of Operations role has been posted.
 - The job may be opening due to personal issues that require the current employee to seek a role with more flexible hours.
 - There is a possibility of the current employee moving into the CCM role.
- We are still attempting to secure the waitlisted student contact information for KIPP Connect and KIPP Sharp (500+ students we would have access to for recruitment).
- **BOARD PARTICIPATION:** Board Canvassing **Saturday July 21st** and **August 11th** (10a.m.-2p.m.; break around 12:00 p.m.). You need not stay during the entire time.
- **BOARD PARTICIPATION:** Open House August 30th – 6:00 p.m. – 8:00 p.m.
- **Goals:**
 - Enrollment and Hiring
- **Discussions:**
 - Canvassing is still the most successful and proven way for us to actualize enrollment.
 - Jorge: What is the Univision value? We received about 10 calls, turning into 2 applications.
- **Next Steps:**
 - Plan on Board training in August at our next in-person Board training.
 - We encourage all Board members to attend the July 21st and August 11th canvassing events; and the August 30th Open House.
 - Continue to track enrollment and hiring.
- **Recommendations:**
 - None
- **Reminder:**
 - **School Starts: August 13, 2018**

- **Facilities:**

- Certificate of Occupancy (CO)

- We are all set for the occupancy of the cafeteria.
- Thursday is the walk-through.
- We will have furniture installation this week and by Friday will have student desks in the space. We should then be able to get the CO for the main space on Friday, July 20, 2018.
- We need to determine the date of Final Inspection.
- SNDA
 - SNDA: protects us if the landlord decides not to keep us in the space or does something else with the funds we give for our tenant payments or foreclosure of the property due to failure of the Landlord to pay for the building mortgage to the bank/lender. It is a sweep agreement.
 - Landlord's attorney is not willing to discuss the SNDA Agreement that was sent by our Attorney. The decision was made to hold off on pursuing anything further until we have occupied the premises.
 - We may initiate a soft strategy to highlight the deterioration of our relationship with the Landlord due to the Landlord's new counsel's tone and aggressive tactics.
 - Our relationship with our Landlord, however, is very cordial and continues to be a great working relationship.
 - Ja'Milla/ Richard: Will the lack of an executed SNDA translate into a disruption in our occupancy, school days or building maintenance? No.
 - We are at about 95% complete with construction ("substantial complete" is 100%).
- We need to identify a date and time for our BES call with the Academic Achievement Committee.
 - The proposed time is on a Monday at 6:00 p.m. Date – August 2, 2018.
- **Discussion:**
 - We will schedule date for BES call during Committee time.
 - SNDA (see above)
- **Next Steps:**
 - Ensure the Certificate of Occupancy is issued.
 - Make sure the SNDA issue is resolved.
 - Set BES call date and time with the AAC.
- **Recommendations:**
 - *None*
- **Resource Development:**
 - Progress Toward FY18 Goal
 - Goal - \$30,000
 - Raised - \$26,479
 - Percent to goal – 88%
 - Board Participation – 100%

- Our goal for FY19 is \$30,000
- Upcoming Proposals
 - Baxter LOI Submitted – as of today, we have not yet heard back
 - Brown Foundation Proposal Submitted (\$40K) – pushed to consideration in October
 - Powell Foundation – increased grant amount to \$25K per Foundation’s direction, due August 10th.
 - Guill Family Foundation Grant - Due July 31st (\$50K)
- Two Week Mini E-Campaign Update
 - We will not know the amount of the Facebook contributions until it is sent in July/ August.
 - Online/ Checks: \$859.50
 - Facebook: Pending
 - One \$200 donation and multiple individual donors
- We will meet with new Board members about their gifts.
 - Michelle B. met with Michelle He.
 - Scheduling a time to meet with Emmanuel.
- Possible cultivation and solicitation event with targeted prospects/ donors in October/ November.
- **Discussion:**
 - FY19 Fundraising Goal is reasonable
 - New members to RDC – would like to have at least 1, ideally 2 new members join
- **Next steps:**
 - Execute meetings with new board members
 - Connect with foundations
 - Complete LOI/grant applications
- **Recommendations:**
 - *Identify one individual, corporation or foundation who might be a good prospect and send that information to Kayleigh and Michelle.*
- **School Director Update:**
 - Hiring:
 - Operations Manager
 - Current OM has experienced a change in working hour needs. The hours proposed are not especially conducive to the 7:00 a.m. – 4:00 p.m. hours required.
 - Our current OM has been able to shift into the CCM position as of now, mainly running the afterschool program and other duties as CCM. There is a pay cut involved.
 - We do have a new OM as of today. They worked for KIPP and was referred by an Etoile employee. She is very experienced and can hit the ground running. She will start August 1. Stephanie Ritzie.

- ELA Teacher
 - This position has not been replaced, just in case we do not reach the initial 85-100 student enrollment. The 60-student budget does not allow for the ELA Teacher position.
 - We do have strong candidates but have not made any offers.
- Facility:
 - SNDA update
 - Certificate of Occupancy
 - Cafeteria secured, Main Space TBD
 - Furniture install scheduled for August 6th
- Preparation for Opening:
 - We have a 60 student Contingency Budget
 - Application for Transportation Funding
 - We were awarded \$8,000 over the weekend
 - Our Professional Development is scheduled for July 23rd
 - Teacher's are completing their pre-work, paperwork and fingerprinting
 - Security – access controls, cameras
 - Buzzing people in, cameras, etc. (\$20,000 – funded through the start-up grants)
 - Parents did ask us for security guards. We don't have enough allocated in our budget for it at this moment.
 - Michelle: How much? Approximately \$24 per hour – contracted service. Calculated to about \$15,000+.
 - Alim/Michelle/Richard: Would the area HPD for the other schools be able to cover us? What do other schools do? Is there a security guard at this building or his other buildings at all? Maybe we could cost-share with the other tenants.
 - Richard: Some schools only have it in the morning and the afternoon, not throughout the day.
 - Kayleigh: Most charter schools don't have security guards at all.
 - There will always be a second teacher here after school
 - Richard: If we all get some training and information on school safety and what we should do.
 - Tabinda: Do we have a Sheriff's report on this area.
 - Crisis Procedures manual
 - Cadence Bank and Loan
 - Insurance (Wortham) – property and liability is in line with what we need for a charter school in Texas. The amount is below \$20,000
- Enrollment:
 - 192 applications – July 17th.
 - 30 partially; 43 full registered.
 - Some of the differences between a partially and fully registered student is 1 missing document (i.e. a report card). We have to wait until August to request it ourselves from the school.

- Another reason for non-registrations is that there are unanswered questions about transportation – bus stop locations, etc.
- The Board can help with enrollment and registrations is with canvassing and with Home Visits (we can be trained for that). Home Visits require evening hours (4pm – until).
- We ran 3 weeks of Univision ads. We have 1 more week to run in August.
- Families Empowered phone calls and email campaign
- KIPP waitlists – working with the Superintendent to acquire them
- We have an ad/article/TV interview with Southern News Group

Category	June 19	July 17
Applications	132	191
Accepted Seats	35	35
Partially Registered	24	30
Fully Registered	17	41
Home Visits	8	36

- We are applying for the following grants:
 - Powell Foundation
 - Amount increased to \$25,000.
 - Due on August 10.
 - Guill Family Foundation (due July 31st)
 - Kayleigh did need to create a strategic plan, so she pulled from our Charter.
 - Please let Kayleigh know of any changes needed by Friday, July 20.
- There are 2 males on staff and we are otherwise very well diversified.
- First day of School – She would advise that we come on the 3rd or 4th day of school.
- We do have someone to photograph the first days of school (the same person who took the photos for Compass Rose).

Break – 5 minutes

OLD Business

- Close of fiscal year. New budget for FY19 is being uploaded.
- Fundraising for the upcoming year
- New Bank – Cadence Bank
- Mandated Board Training
- Planning time in committees (by committee) – 10 minutes

NEW Business

- Summary of School Director’s Evaluation:
 - Kevin, Yuhan, Shiroy and Ja’Milla were on the subcommittee.
 - 3 areas of assessment: Academic, Financial and Organizational Health
 - Kayleigh had a very good evaluation and thanks the committee for all of their work.

- *Discussion:*

Michelle He: Was there any input from Kayleigh's staff? That's something we can do going forward.

Tabinda: It would be good for the sake of a 360 evaluation. We can take it under advisement and decide whether or not to incorporate it.

Alim: Listening to all of the staff, versus only 1 or 2, would be prudent to solicit anonymous input from all of them.

Richard: Has reservations for a 360 for the first year. However, parent input would be a good factor to weigh.

Tabinda: Will we be sending out surveys throughout the year to see how things are going? Leadership of the principal or overall confidence of the principal?

Shiroy: There are typically school climate surveys that go out. KIPP does them with staff and with families. That is something we can dig into on the Academic Achievement Committee.
- Approve School Director's New Contract and Salary: (July 1, 2018 – June 30, 2019)
 - *Automatically extends for 1 year unless there is an intent to terminate...* Consider not having a mid-year evaluation or push back the contract date to do for 2019-2020
 - *Motion to extend/ renew contract with salary of \$85,000.*
 - Motion – Richard
 - Second – Michelle
 - **Votes: 10 – 0**
 - *Discussion:*
 - *Does her salary get cut if we don't meet enrollment numbers?* Yes. There will need to be an amendment agreement that Kevin can sign off on. The salary reduction is so that we won't have to reduce staff right now, but there is a contingency for that.
 - *Notes:* none
- Approve Transportation Contract:
 - Motion to accept contract contingent upon Hoffer reviewing and given the thumbs up – Richard
 - Second – Alim
 - Votes: 9 – 0 : 1 in abstention
 - *Discussion:*
 - Will we be able to get the information to parents quickly after our approval?
 - How long is contract? 1 year
 - *Notes: Majestic Transportation scored the best of the 3 RFP's. Currently services Yellowstone Charter school; \$325 per day, just over our budget, but with the extra reward we will be able to cover it.*
- Approve Fiscal Procedures Manual:
 - Motion to accept, contingent upon review from the Treasurer and Finance Committee – Richard
 - Second – Alim

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- Votes: 10 – 0
- *Discussion:*
 - The Finance committee will review it and will give any recommendations. This dictates what management does, not the Board, but still requires Board approval.
- *Notes:*
 - Similar to the one prepared for Compass Rose and has a lot of the needed information from Region 20.

- Approve ADA time:
 - Motion – Michelle
 - Second – Tabinda
 - Votes: 10 – 0
 - *Discussion: none*
 - *Notes:*
 - In order for us to get federal credit for students, even those who are late, they must be in by 9:30 a.m., during the second instructional hour.

- Approve Annual Calendar:
 - Motion – Richard
 - Second – Emmanuel
 - Votes: 10 – 0
 - *Discussion:*
 - Wednesday Professional Development Days/ Early Dismissal Days. Full PD days are once a month, with no “afterschool” care offered.
 - We would like to have input about how the parents are receiving the calendar later in the year.
 - No trimesters, Texas does not allow for them
 - In comparison to an HISD calendar, are the students off less days/ minutes or more? HISD calendars are approximately 71,000 minutes. Ours is approximately 85,000 minutes.
 - *Notes:*
 - We are trying to keep in step with HISD’s calendar in order to accommodate parents
 - This is a management responsibility that the Board is required to vote.

- Approve Daily Schedule:
 - Motion – Michelle B.
 - Second – Emmanuel
 - Votes: 10 – 0
 - *Discussion: None*
 - *Notes:*

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- Approve Wellness Policy:
 - Motion –
 - Second –
 - Votes:
 - *Discussion:*
 - *Notes:*
 - We are tabling the wellness policy

Adjourn

Motion: Tabinda

Second: Jorge

Approved: 10 - 0

Adjourned at 8:08 p.m. CST.